

ROLE DESCRIPTION

Role	Assistant Youth Worker
Reports To	Youth Development Coordinator
Works With	Stratford Youth Collective partners, Mentors, school leads and other external partners
Salary	£13.25 p/h
Duration	Permanent
Hours	20hrs p/w, typically 39 weeks per year + training, plus occasional days within school holidays.

MAIN PURPOSE AND SCOPE OF THE ROLE

- To support our universal youth delivery within Stratford Youth Collective.
- To support youth programmes that run after school and in the school holidays.
- To mentor young people aged 7 – 19 years on a one-to-one basis, within Stratford upon Avon and South Warwickshire.
- To provide timely and relevant feedback to schools and partners within the bounds of mentor confidentiality.
- To liaise with the Youth Development Coordinator on all youth work and youth engagement activities.
- To liaise with the Head of Delivery on mentoring data and outcomes.

DUTIES AND KEY RESPONSIBILITIES

YOUTH SUPPORT

- To co-deliver sessions at youth club in partnership with Stratford Youth Collective.
- To co-deliver workshops in schools and community settings.
- To co-deliver Community Mentoring from Stratford Youth Collective's Youth Hub.
- To co-deliver Lifespace Youth Advisory Panel and SYCs Stratford Youth Together forums, creating opportunities for young people to meaningfully share their voice.
- To be a motivated learner, taking full advantages of the learning opportunities provided including funded Level 2 and 3 Youth Work accredited courses in an appropriate timescale.
- To support on relevant strands of our young leaders' and youth voice programmes, including how they appear online.
- To help develop and pilot new ways to connect with members of this group e.g. gaming and physical activities.

MENTORING

- To mentor young people aged 7 – 19 years on a one-to-one basis, in schools, in the community and online. This includes being available for an agreed number of hours each week during the 36 weeks Lifespace delivers in schools.
- To complete Lifespace's own mentor induction and training; and take part in ongoing training that meets the needs of young people you're supporting.
- To attend one-to-one and group supervision in line with the Supervision Policy.
- To attend development training, including safeguarding, three times per year.
- To work with the Head of Delivery to respond to mentoring requests from schools and other agencies so that we can start mentoring a child/young person within two weeks of referral or as agreed with the agency.
- To regularly update the database with relevant information about your hours and work with individual children and young people.
- To keep notes in accordance with Lifespace protocol and GDPR regulations.
- To collect information which enables us to assess the impact of our mentoring for each child or young person that we have worked with.

GENERAL RESPONSIBILITIES

- To work collaboratively with the Head of Delivery, Youth Development Coordinator, Designated Safeguarding Lead and team to deliver effective services.
- To support service delivery that ensures the safeguarding of young people at all times with awareness of safeguarding process.
- To uphold the Lifespace Values:
 - **Inclusive** - We promise to treat people fairly and with respect.
 - **YOUth-led** - Young people are at the heart of everything we do.
 - **Trustworthy** - We create and nurture supportive, safe and non-judgmental spaces.
 - **Ambitious** - We do our very best for each young person we support and all young people in our community.
 - **Approachable** - We're open, warm and here for young people when they need us.
 - **Collaborative** - We choose to work in partnership with organisations that share our values so that we can make a bigger difference.

ADDITIONAL INFORMATION

- You will be paid monthly.
- You must attend mentor training before commencing delivery with young people.
- You will be entitled to holiday pay on a pro-rata basis.
- Access to and ability to drive is desired to the nature of our work but postholders using public transport may be considered.
- Hours will be a mix of daytime, early evening and very occasional weekends.
- Term time post holders are not eligible for in term annual leave.
- Travel and other reasonable expenses will be paid.
- An Enhanced DBS check is a requirement of the role.

Updated November 2024

Person Specification

	Requirement
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Hold level 2 Youth Work qualification or be willing to study for this. • Ability to provide supportive listening for children and young people. • Ability to provide mentoring support and signpost accordingly. • Ability to recognise safeguarding issues in line with Lifespace Safeguarding Policy and act accordingly. • Familiar with Office 365 and comfortable with arranging and holding meetings online. • Ability to communicate effectively both verbally and in writing to individuals and groups. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with young people, specifically 7-18 years old. • Experience of mental health and emotional development of young people. • Experience of working with young people with additional needs. • Experience of supporting young people using a variety of channels e.g. video, text and phone. • Experience of delivering workshops/other group activities for young people. • Experience of liaising of working with schools/other agencies to achieve a positive outcome. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Willingness to attend Lifespace mentor training and other applicable training as required. • Knowledge of mentoring and coaching models applicable to children and young people. • Have previously undertaken Lifespace mentor training or hold a relevant qualification. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>PERSONAL ATTRIBUTES/OTHER</p> <ul style="list-style-type: none"> • Able to deliver a youth and mentoring service that demonstrates the Lifespace values: Inclusive, YOUTH-led, Trustworthy, Ambitious, Approachable, Collaborative. • The ability to work with team members to develop and improve the service offer. • Enthusiasm for self-development and reflective practice, to improve the quality and impact of your mentoring. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>